

PART-TIME BUILDING INSPECTOR – JOB DESCRIPTION

This is a part-time position. This position performs 20 hours of work per week.

ESSENTIAL JOB FUNCTIONS

The duties listed herein are illustrative of the essential duties of the job and do not include other nonessential or peripheral duties that may be required.

- Review commercial and residential projects for compliance with building codes, city ordinances and state laws.
- Review plans and plan changes to ensure conformance with all applicable building, plumbing, mechanical, and electrical codes for residential and commercial construction.
- Serves as authority on code interpretation.
- Inspect electrical installation and equipment for code compliance; insuring that circuits are capable of operating without overloads.
- Inspection of all work authorized by permit on commercial and single family residences to ensure conformity with approved plans and applicable ordinances, codes, laws and procedures.
- Determine completeness and accuracy of building permit applications and perform required legal notification, and review for code and standards conformance. Coordinate technical review and serve as Town liaison to customers.
- Respond to field emergencies and coordinate appropriate response.
- Issue "Stop Work" orders and "Unsafe for Occupation" notices.
- Conduct pre-application and pre-construction meetings.
- Review and approve proposed alternative materials and methods of construction.
- Work with other staff on determination of code compliance and interpretations.
- Review soils reports and determine their appropriate application.
- Receive complaints/inquiries from customers relative to construction conditions or activities in the community. Gather all pertinent data, evaluate the facts of the situation, and attempt to resolve at first contact.
- Interpret codes, regulations, standards, plans and specs, legal descriptions, and various government documents.
- Represent the Town at building code conferences and informational meetings.
- Other duties as assigned.

QUALIFICATIONS

- High school diploma or GED required.
- Minimum of two years progressively responsible experience in building inspection, construction or design.

- Certifications are desirable from ICC. A Colorado State Journeyman Electrician's License is required. Outside electrical licenses that are valid in Colorado are those of Alaska, Arkansas, Minnesota, Montana, Nebraska, North and South Dakota, Utah and Wyoming.
- Must have a working knowledge of construction practices, codes, and land use planning concepts.
- Must have a thorough understanding of zoning, municipal and administrative codes, and also of the public information process.
- Must have excellent communication skills to communicate effectively with architects, engineers, and other development professionals. Ability to clearly explain codes and ordinances to builders, contractors, designers, homeowners, and any other customers is especially important.
- Must be skilled in problem-solving and have the ability to make accurate and immediate decisions. Must be able to make such accurate and timely decisions under pressure.
- Thorough knowledge of possible defects and flaws in electrical wiring and appliances and of corrective measures to fix such defects and flaws is required.
- Must have a record of good work attendance and authorization to work in the United States.
- Must have a Colorado State Driver's License and evidence of a good driving record.

TOOLS AND EQUIPMENT USED

Various types of materials and equipment are used: paper records; building documents, plans, and specs; site, building and area maps; local, county, state and federal codes; ordinances; legal notices; land use planning documents; construction and design requirements; development standards; historical files; computers; blue line copy machine; and various communications systems. Future work practices may necessitate the use of different tools and equipment.

WORKING CONDITIONS and PHYSICAL ABILITIES

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Some work is performed indoors with prolonged sitting and fine manipulation skills required for computer use. Inspections are performed outdoors and require combinations of standing, walking, and climbing, with occasional lifting of 10-20 lbs. The environment is sometimes stressful in trying to meet customer needs and/or issuing correction and stop-work notices for non-compliance. There is some exposure to noise, fumes, odors, and dust as well as to poor ventilation, slippery work surfaces, and the hazards related to water and electricity during inspections. Use of protective clothing such as hard hat, steel-toed boots, and safety vest and rain gear may be required at times. Hand-eye coordination and fine manipulation skills are necessary to operate computers and various office machinery.

Reasonable accommodations may be made for individuals with disabilities to perform the essential functions of the job. The Town of Frederick employs in accordance with the Equal Employment Opportunity Act and the Americans with Disabilities Act.